

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.563
	STATE OF HAWAII	3.564
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Class Specifications
for the

CORRECTIONS SUBSTANCE ABUSE COUNSELOR SERIES

Series Definition:

Positions in this series perform work in a corrections substance abuse treatment program for the rehabilitation of chemically dependent adult inmates. The program is focused on encouraging abstinence from mood-altering drugs, employability, and pro-social attitudes and values and the elimination of antisocial activity. The objectives of the program are to educate inmates in drug use/abuse, recovery, and relapse prevention; increase self-awareness and encourage behavioral and attitude changes; develop inmate skills for relapse prevention; and provide support systems of peers and community groups, in addition to family. The work involves presenting pertinent educational information to groups of inmates according to a standardized curriculum, and leading interactive group activities; assisting facility personnel with screening of program participants; assessing typical social, behavioral and emotional problems and needs of inmates; evaluating progress of inmates; and providing lay counseling.

Positions are certified by the State Department of Health in substance abuse counseling to provide treatment services for typical social, behavioral and emotional problems and needs of persons with a history of substance abuse. Complex or difficult problems and other disorders not met by the program are referred to specialized professional personnel.

The corrections substance abuse treatment program includes non-intensive outpatient treatment services for inmates who do not require higher level treatment services or do not meet the conditions for higher level treatment services. The non-intensive program involves regularly scheduled drug, criminality, life skills, and other pertinent education and lay counseling over a short-term period (80 hours). The program also provides higher level services consisting of long-term (9-15 months) residential treatment services which target inmates assessed with significant substance abuse and social problems. Residential treatment services are provided in a disciplined, therapeutic community and involve drug and other pertinent education, intense group activities, and individual lay counseling sessions. The therapeutic community is situated apart from the general inmate population and relies on role modeling (by inmates who have or

are about to complete treatment services) and peer pressure, in encouraging behavioral and attitude changes.

Positions in this series require knowledge of basic methods and techniques of substance abuse treatment; typical behavioral, social and emotional problems and needs of chemical dependent persons; descriptions and effects of various mood-altering drugs; federal confidentiality regulations pertaining to substance abuse patient records; available community resources; and the ability to speak before groups and lead activities; provide lay counseling for typical social, behavioral and emotional problems of the chemically dependent person; and gather, evaluate, interpret facts and recommend appropriate action.

Level Distinctions:

Classes in this series are distinguished from each other by differences in:

1. the scope and complexity of work;
2. the breadth of knowledge and abilities required to provide basic substance abuse treatment services for typical social, behavioral and emotional problems and needs of the chemically dependent person.

This is the first specification for the new classes
CORRECTIONS SUBSTANCE ABUSE COUNSELOR I & II (CORRS SUBSTANCE
ABUSE CNSLR I & II).

Effective Date: _____

DATE APPROVED: _____

MIKE MCCARTNEY
Director of Human Resources Development

CORRECTIONS SUBSTANCE ABUSE COUNSELOR I 3.563
(CORRS SUBSTANCE ABUSE CNSLR I)

Class Distinguishers:

Complexity: This class reflects responsibility for providing adult inmates in the correctional facilities with non-intensive substance abuse treatment services. The work involves participating with facility personnel in screening inmates for appropriate treatment services; assessing typical problems and needs; conducting educational sessions according to a standardized curriculum on drug use/abuse, relapse prevention, anger management, criminal thinking, life skills, etc.; leading interactive group sessions; providing limited lay counseling; collecting and evaluating personal history information and personalizing general substance abuse treatment goals within the framework of established plans; reporting and recording progress; and recommending inmates for clinical discharge or further treatment services.

Personal Contacts: Personal contacts are limited to inmates participating in substance abuse treatment services in the facility, and other facility personnel, such as caseworkers, Corrections Supervisors, and other responsible personnel, to confer on and resolve behavioral problems of inmates.

Supervision Received: Positions in this class work under the general supervision of a higher level position certified in substance abuse counseling, and in accordance with established treatment plans and guidelines.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Basic methods and techniques of substance abuse treatment; federal confidentiality regulations pertaining to substance abuse patient records; descriptions and effects of various mood-altering drugs; common resistances of chemically dependent inmates; typical social, behavioral and emotional problems of chemically dependent inmates; interviewing techniques; basic counseling for practical solutions to problems; appropriate community resources for substance abuse; communication skills to read, write and speak effectively; basic components of the State correctional program; and departmental programs, rules, policies and procedures.

Ability to: Provide inmates with basic short-term substance abuse treatment services; recognize and identify typical social,

behavioral and emotional problems and needs of inmates with a history of substance abuse; provide limited lay counseling to groups; conduct educational sessions according to a standardized curriculum; collect, evaluate, interpret facts and recommend appropriate action; interact effectively with inmates; speak before groups; and maintain records and prepare reports.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Provide participating inmates with basic short-term substance abuse treatment services for typical social, behavioral and emotional problems and needs.
2. Interview participating inmates to gather personal history information and assess general problems and needs.
3. Conduct educational sessions according to a standardized curriculum on drug use/abuse, criminality, relapse prevention, life skills, and other pertinent topics to groups of inmates.
4. Establish personalized substance abuse treatment goals and maintain records to chart inmates' progress in treatment services.
5. Provide inmates with limited lay counseling to encourage behavioral and attitude changes.
6. Confer with the facility caseworker or Therapeutic Community Branch Head, depending on availability, to resolve difficult behavioral and attitude problems of participating inmates.
7. Evaluate inmates' treatment progress and recommend necessary action.
8. Refer inmate to appropriate self-help or community resource groups to reinforce treatment for drug addiction and related problems (e.g., anger management, alcoholics anonymous, narcotics anonymous, etc.).

CORRECTIONS SUBSTANCE ABUSE COUNSELOR II 3.564
(CORRS SUBSTANCE ABUSE CNSLR II)

Class Distinguishers:

Complexity: This class reflects responsibility for providing adult inmates in correctional facilities with intensive long-term substance abuse treatment services to encourage abstinence from mood-altering drugs and the development of socially acceptable behavior and attitudes for productive and drug-free community living. Treatment services are provided to a caseload of assigned inmates and include conducting educational sessions and activities according to a standardized curriculum, leading interactive group activities and intense encounter sessions; conducting an interview with inmates to gather comprehensive personal background information; assessing social, behavioral and emotional needs; establishing substance abuse treatment goals; planning, adjusting and conducting supplemental treatment activities based on approved models and activities; providing individual and group lay counseling services; maintaining a treatment case file with recordings of activities, behavioral and attitude observations, and progress of inmate; cooperating with activities of other facility services (e.g., education unit, library services, religious services, etc.); serving as liaison between inmates and family, relatives, and representatives of community resources, to assist inmate with establishing a support system for community living; and evaluating inmates' progress and recommending parole or further treatment services.

Personal Contacts: Personal contacts include other facility personnel such as caseworkers, correctional education specialists, adult correctional officers, etc., in cooperating with inmates' activities of other facility services; departmental personnel such as pre-parole officers or parole board members in providing information on the treatment progress of inmate; and representatives of community resource groups in assisting inmates with establishing support systems.

Supervision Received: Positions in this class work under the general supervision of the Supervising Corrections Substance Abuse Counselor, according to departmental rules and regulations, and program goals, policies and procedures.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Various individual and group activities appropriate for resolving a range of typical social, behavioral and emotional problems of chemically dependent inmates; encounter sessions; various available community resources for substance abuse related problems; goals and objectives of the State correctional substance abuse treatment programs; basic components of the State correctional program; and departmental programs, rules, policies and procedures.

Ability to: Provide inmates with long-term substance abuse treatment services; plan, modify and conduct pertinent substance abuse treatment activities; lead encounter group sessions; provide inmates with individual lay counseling; recognize, identify and understand typical social, behavioral and emotional problems of chemically dependent inmates; integrate treatment activities with personal issues of chemically dependent inmates; recognize and refer complex inmate problems to appropriate departmental specialists; establish rapport with chemically dependent inmates; and coordinate, establish and maintain cooperative relationships with departmental personnel and others.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Provide long-term residential substance abuse treatment services addressing social, behavioral and emotional problems and needs of inmates in a correctional therapeutic community.
2. Interview inmates participating in treatment services to obtain comprehensive personal history information; and assess social, behavioral and emotional problems and needs of a caseload of inmates.
3. Assist inmates with preparing personalized treatment goals addressing problems and needs; and discuss treatment plans with inmates' families to gain support.
4. Assist inmates with completing written treatment and other assignments by applying educational information and treatment activities to individual situations and circumstances.

5. Lead inmates in intense encounter group sessions to confront social, behavioral and emotional problems.
6. Plan, adjust and conduct substance abuse treatment activities within established guidelines to supplement standard treatment activities and address personal situations of inmates (e.g., provide practical counseling for inmates coping with divorce; present educational material in pictorial form, by demonstration or through role-playing activities for slow learners who suffer from drug-related brain damage; etc.).
7. Review, monitor and evaluate progress of inmates; and modify treatment plans as necessary.
8. Provide inmates with individual lay counseling services and practical solutions to social, behavioral and emotional problems.
9. Cooperate with activities of other facility services, e.g., educational unit, library services, religious services, etc.
10. Serve as a member of the facility's Program Committee to assist with screening and recommending inmates for appropriate substance abuse treatment services.
11. Oversee in-community programs involving work and educational release, vocational training and social reintegration opportunities.
12. Maintain liaison with families, relatives, and representatives of community resources, and assist with developing a support system for community living.
13. Evaluate inmates' behavior, attitude and overall progress in treatment services and provide the facility's caseworker with a recommendation for parole, work furlough, or further treatment services.
14. Provide the facility's caseworker with input concerning inmates' behavior and progress in treatment services, for inmate classification and program decisions.
15. Assist inmates with pre-parole planning, e.g., provide contacts for employment, secure housing, and confirm support system (family members, relatives, alcoholics anonymous, narcotics anonymous, etc.).
16. Maintain accurate treatment records of therapeutic community inmates.